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## **TRAVEL MANAGEMENT SERVICES**

Subject: Pre-Solicitation Notice for Travel Management Services at American Embassy - Lusaka.  
Solicitation No. SZA600-14-Q- 0001 applies.

The American Embassy - Lusaka will be issuing a solicitation (RFQ = Request for Quotation) for Travel Management Services\_contract. The period of performance for this requirement will be a base year and two (2) one year option periods.

**Only companies specialized in this field of work should submit Quotations.**

The full package of the solicitation will be posted at <http://zambia.usembassy.gov/doingbusiness.html>, on January 9, 2014.

A pre-proposal meeting will be held at American Embassy Lusaka on January 22, 2014 at 11H00. To attend, all interested parties should send their names, Company name and NRC numbers to [Lusaka-GSO-Contracts@state.gov](mailto:Lusaka-GSO-Contracts@state.gov) by 15H00 on January 17, 2014.

Offerors are urged to submit written questions at least three days before the scheduled pre-proposal conference date. Attendees may also bring written questions to the proposal conference; however, if the answer requires research, there is no guarantee that the question will be able to be answered at that conference. The Government's statements at the pre-proposal conference shall not be considered to be a change to the solicitation unless a written amendment is issued. Following the conference, all questions along with their answers will be posted on <http://zambia.usembassy.gov/doingbusiness.html>. If the answer requires a change to the solicitation, a solicitation amendment will also be issued and posted on <http://zambia.usembassy.gov/doingbusiness.html>.

If you have any questions, please do not hesitate to contact us on the telephone number above or email to [Lusaka-GSO-Contracts@state.gov](mailto:Lusaka-GSO-Contracts@state.gov).